

OFM Training

ACCOUNTING DIVISION

CONTRACT TRAINING FOR EXECUTIVE MANAGERS

- Class Description:** This one-hour class is designed to give participants a brief overview of personal service and client service contracting issues. Topics include effective contract management; procurement authorities; competition; contractual relationships; ethics; and includes discussion about the difference between client service and personal service contracts. This class meets the training requirements of RCW 39.29 for executive level staff (agency directors and their direct-report staff). This can be an agency-specific class and scheduled at agency request. To schedule this class, contact the OFM Contracts Unit directly at (360) 725-5259, or (360) 725-5262. This class is also offered regularly.
- Target Group:** Agency executive personnel who execute, but do not manage, personal service and/or client service contracts.
- Class Objectives:** Upon completion of this class, each participant should be able to:
- Understand the importance of effective contract management;
 - Identify personal service and client service contracts, and distinguish them from other types of contracts;
 - Understand key contracting rules and principles.